

## NOTE CARDS: RESEARCHING AND TAKING NOTES

Because you cannot possibly remember every piece of information that you uncover during your research, you must have a practical and organized method for taking notes. Your notes must be written with care so that you will not have to consult the sources again. You should be able to write your report using just the information on the note cards.

1. Use your 3/x/5" index cards and your bibliography cards when taking notes.
2. The notes you take should fall under one of the main points you have selected for your topic.
3. Take notes in your own words . . . words that you understand. **DO NOT WRITE COMPLETE SENTENCES; LEAVE OUT "a" "an" "the"**. Summarize main idea – do not twist words to say what you want and not what the article wants.
4. Remember that your note cards are your **concrete detail**. They must contain enough information to develop each main point of your paper. One sentence or phrase can hardly be stretched into a well-developed paragraph. A note card will need to summarize or build into an effective quote.
5. Make one note card for each fact or idea that you record. On each note card make sure you have indicated the **main point, resource #, and page(s)** where the information was found.

Look at the sample note cards below and note all information necessary for a complete note.

